

**CITY OF LYNN**  
**JOB POSTING**

**JOB TITLE: Prevention Coordinator**

**POSTING START DATE: 7/25/2016**

**POSTING END DATE: Open until filled**

**DEPARTMENT: Health Division ISD**

**LOCATION: Lynn**

**TYPE OF ASSIGNMENT: Grant Funded, Contractual Part-time. 20 hours/wk \$24/hr.**

Under the direction of the Director of Public Health, the Prevention Coordinator will manage the implementation of prescription drug and other substance use prevention and education programs, practices and policies within the City of Lynn. The Coordinator will focus efforts on high school age youth.

**DUTIES**

- Develop Social Media Campaigns and implement targeted Marketing/Education strategies
- Complete all data requirements and all reporting requirements of grant funders.
- Conduct surveys, focus groups for data collection and analysis to evaluate current policies, practices and systems.
- Research best practices and innovative or emerging practices for substance use prevention.
- Manage and conduct workgroups, trainings and/or presentations
- Utilize the Substance Abuse and Mental Health Services Administration's Strategic Prevention Framework (SPF)
- Recruitment of various community participants and volunteers.
- Coordinate and collaborate with other community partners or neighboring communities on prevention initiatives and community education campaigns.

**EDUCATIONAL REQUIREMENTS:**

1. Bachelor Degree from an accredited university.
2. Must be a Certified Prevention Specialist or working towards

**EXPERIENCE REQUIREMENTS:**

1. Five (5) years' work experience in health education, social work or related field.
2. Experience may include a combination of work, part-time, intern, volunteer and education.

**SPECIAL SKILLS AND/OR ABILITIES:**

- Excellent verbal and written communication skills.
- Excellent level of Social media knowledge and abilities/skills
- Intermediate knowledge of Microsoft Office Suite.
- Must be committed to inter- and intra-agency team work.

- Must be energetic, creative, motivated, and able to function productively and effectively with a degree of autonomy.
- Proven ability to lead effective meetings and developing work plan for participants.
- Proven ability to form and foster productive coalitions of organizations.
- Proven ability to multi-task in a busy work environment.
- Proven ability to provide training.
- Proven ability to maintain records.
- Proven ability to work independently.
- Proven ability to maintain confidentiality.
- Valid MA driver's license.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to walk, sit, drive, talk and/or hear, and use a keyboard as well as perform activities outside in a variety of weather conditions.